

ISU-Meridian Proctor Request Form

Please email this completed form to meridiantesting@isu.edu. 208-373-1960

Today's Date: _____

Non-ISU Institution, or ISU Department: _____ Course #: _____ Exam #: _____

Is this a makeup exam (taken at a different time than the rest of the class)? Yes No Time Limit: _____ min

When may student(s) test: _____

Exam Type (select one below):

Student(s): _____

Paper

Online, Canvas, No Password

Online, Canvas, with Password**

Online, Canvas, Honorlock with Bypass Pin**

Instructor: _____ Phone: _____

Online, Other, No Password

Instructor Email: _____

Online, Other, with Password**

Other _____

^If you want the exam mailed back, instructor mailing address or stop #.^

Testing Aids Allowed

Calculator- Type(s) Allowed: _____

Scratch Paper: Shred it. Send it back. Send it back only if student has comments.

Open Book/References- Format(s) Allowed: _____

Title(s): _____

Notes- Size: _____ One Side Only Two Sides Written Typed or Written

Other Aids- Specify: _____

****Password** and any additional instructions: _____

****Passwords and paper exams must be emailed to us at least 48 hours in advance.****

Completed Exam Return

Online exam- no return required.

Staff Use

Completed exam was emailed on (date): _____ (Initial) _____

^Return mail was metered on (date): _____ (Initial) _____

Non-ISU Exam Amount Due: _____ Checked Receipt? (Initial) _____

Scan and return a PDF via email. Originals are kept through the end of the semester, then shredded.

Scan and return a PDF via email. ^Mail the original to the address provided above.^

Other: _____